INTRODUCTION

Welcome to Tuggerah Public School! The staff and students of Tuggerah Public School extend a warm welcome to new students and their parents. We hope that your stay at our school will be rewarding and that you will become involved in the activities of our school community.

Welfare of students is a vital aspect of our school. Each child is treated as an individual, but is also a member of the school community. At Tuggerah Public School the development of self-esteem, courtesy, co-operation, responsibility, self-discipline and respect are given emphasis as well as work in the six Key Learning Areas (English, Mathematics, Science and Technology, Human Society and Its Environment, Creative Arts and Physical Education/Health/Personal Development).

At Tuggerah Public School, we encourage the home and school to work together so the best learning environment can be achieved for all students.

OUR SCHOOL RULES

Be Tolerant
Be Proud
Be Safe
Be Considerate

OUR SCHOOL MOTTO

"HELP EACH OTHER"

ABSENCES FROM SCHOOL

Should your child be ill, or have to miss school for some other reason, it is a legal requirement that the teacher be notified in writing of the dates and reason for the absence. If you know that your child will be absent for a period of more than three days, it is advisable to either send a message to the class teacher via a brother or sister or to ring the school office so a message can be passed on. If your child will be absent for more than one week an Exemption from Attendance form should be filled out.

If for any reason you plan to remove your child from school during school hours, please visit the office so that the early departure can be entered in the "Early Departure" book. You will then be given a note to take to the class teacher.

Children who arrive at school after 8:55 a.m. must visit the office to obtain a 'late note'. This note must be then passed on to the class teacher.

No child will be permitted to leave the school grounds during school hours unless accompanied by a parent/guardian.

ASSEMBLIES

Parents are invited to attend all assemblies. Whole school assemblies are held from 1:45 pm on Tuesday of the second and seventh week of each term. Separate infants and primary assemblies are held on the other Tuesdays. Infants commence at 1:40 pm and primary commence at 2:20 pm. Special assemblies are held at various times throughout the year. Parents will be notified of these.

ATTENDANCE

All children between the ages of 6 to 15 are required by law to attend school each day. Good attendance makes learning easier and helps build and maintain friendships. Regular attendance at school increases the likelihood of success in later years.

BANKING

The school encourages all children to have a school bank account. Should you wish your child to bank through the school, please complete the required forms obtainable from the school office. School banking takes places on Mondays. This service raises funds for the school.

BEFORE and AFTER SCHOOL CARE

This service operates from the Heritage Building with both permanent and casual positions on offer. In the mornings, a healthy breakfast is provided and quiet activities are given to the children before they start school. After school, a nutritious afternoon tea is provided as well as craft, outdoor games and quiet times. Please phone Sharon Austen on 43 530862 or 0410438858 for further information.
**BELL TIMES**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am</td>
<td>Supervision</td>
</tr>
<tr>
<td>8:55 am</td>
<td>Classes commence</td>
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<tr>
<td>11:00-11:20 am</td>
<td>Recess</td>
</tr>
<tr>
<td>12:50-1:00 pm</td>
<td>Supervised Lunch</td>
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<tr>
<td>1:00-1:40 pm</td>
<td>Playtime</td>
</tr>
<tr>
<td>2:55 pm</td>
<td>Classes Dismissed</td>
</tr>
</tbody>
</table>

Please note: For legal and safety reasons, students should not come to school prior to teacher supervision commencing at 8:30am (refer to Before School Care).

**BUSES**

All infants children are eligible for a free bus pass. Primary students living outside a 1.6km radius of the school are also eligible for free travel (those who live within the 1.6km radius may be eligible on safety grounds). This pass must be carried at all times. If the bus pass is lost please contact The Entrance Red Bus Company to arrange for a new pass. There is a cost for a new pass. Route enquiries should be directed to The Entrance Red Bus Company (Phone 43 328655).

Children of Tuggerah Public School are expected to behave appropriately on the bus. The bus company may take action against children who do not act responsibly.

**CHANGE OF CIRCUMSTANCES**

Please notify the office if your address, emergency contact details or your phone number (including mobile number) changes.

**CHARITIES**

Our school supports various charities throughout the year. Our major charities are the Blue Dragon Children’s Foundation and Stewart House. Blue Dragon is a volunteer organisation helping the most vulnerable children and their families in Vietnam. Blue Dragon’s Stay in School program supports children who are at high risk of dropping out of school due to poverty or disability.

For more information visit their website at www.streetkidsinvietnam.com

Stewart House is a holiday house for needy children and is funded solely by donations from children and teachers in NSW government schools. Also, throughout the year, the Student Council selects one other charity to support. Everyone is encouraged to support the fund raising activities.

**COMMON DISEASES**

At some time during your child’s time at school, he/she may possibly contract one or more of the common childhood diseases. In the table below we identify the procedures that must be followed.

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>EXCLUSION FROM SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles</td>
<td>5 days from appearance of rash</td>
</tr>
<tr>
<td>German Measles</td>
<td>7 days from appearance of rash</td>
</tr>
<tr>
<td>Mumps</td>
<td>14 days from onset of swelling</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>7 days after first spots</td>
</tr>
<tr>
<td>Head Lice (Pediculosis)</td>
<td>Readmitted to school only after treatment has taken place</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until all evidence of disease disappears or a medical certificate is produced</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until all evidence of disease disappears or a medical certificate is produced</td>
</tr>
<tr>
<td>Infectious Hepatitis</td>
<td>For two weeks after first symptoms or on medical certificate of recovery</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>7 days after symptoms subside</td>
</tr>
<tr>
<td>Ringworm</td>
<td>When all evidence of disease disappears or with medical certificate stating that lesions are inactive</td>
</tr>
<tr>
<td>Impetigo</td>
<td>All sores must be covered</td>
</tr>
</tbody>
</table>
COLLECTION OF MONEY

Money should be sent to school in either the envelopes provided by the school or in a normal envelope, ensuring that the name, class, purpose and amount is shown. This should be handed to the class teacher on money collection days, which are MONDAY, WEDNESDAY AND FRIDAY. It is requested that the correct money be sent to school, as the school does not carry change.

COURT ORDERS

If there are court orders relating to your child, please ensure that the principal is aware of these.

ENROLMENT PROCEDURES

All new pupils are required to complete enrolment procedures and an emergency contact form before starting school.

EXCURSIONS

Children learn from a wide variety of experiences and our school provides field trips and excursions to complement and enhance class work. It is expected that all children will participate in excursions however behaviour, safety and attitude need to be of the highest calibre when representing our school. Should a teacher be concerned about a child’s participation in an excursion due to safety or behavioural reasons, the school will contact the parents/caregivers to discuss the matter. Students whose behaviour is of concern may not be allowed to attend.

FAIR DISCIPLINE CODE

The school’s Fair Discipline Code clearly states behaviour expectations of Tuggerah Public School students, the school rules and the consequences for behaviour choices. All children commence at Level 3 at the beginning of each school term. Children with appropriate behaviour will remain on Level 3. Due to inappropriate behaviour children may be given a level of two, one or zero. A level other than Level 3 informs parents/carers that their child’s behaviour has been unacceptable in some way during the week. Parents are asked to sign their child’s blue behaviour card which will be taken home each Friday. The card must be returned to the class teacher on Mondays.

Children may also be directed to the Planning Room for incidents on the playground. The Planning Room is an opportunity for incidents to be investigated and for the children to reflect on their behaviour choices and plan for better choices in the future. A reflection sheet is completed and sent home for a signature.

When a child has attained a total of ten weeks on Level 3, he/she will be awarded a Bronze Certificate. When a child has attained a total of twenty weeks on Level 3, he/she will be awarded a Silver Certificate. When a child has attained a total of thirty weeks on Level 3, he/she will be awarded a Gold Certificate. At the end of each year, children who have remained on Level 3 will receive a Platinum Certificate and an invitation to attend the Principal’s Private Platinum Pizza Party as a reward.

Copies of the Fair Discipline Code are available from the school office or on our website.

HOME READING

Each K-2 child will have a classroom reader to read at home every night (Monday–Friday) for fluency and comprehension practice. There will be an accompanying Home Reader Book for parents to complete and comment on their child’s practice. Children in Years 3-6 are expected to participate in the Premier’s Reading Challenge.

HOMEWORK

Activities will be closely related to classroom learning. Stages exercise their judgement when deciding how much work, what kind of activities and when assignments are to be completed. The school’s Homework Policy is accessible on our website.

IMMUNISATION

All children need to be immunised against normal childhood diseases. In the event of an outbreak of a vaccine preventable disease, un-immunised children will be excluded from attending school for the duration of the outbreak.

LIBRARY

The Library is an integral part of the school’s learning program. Children develop library skills from Kindergarten to Year 6. The library fosters a love of books and reading and provides lunchtime activities for children including games, story time, puzzles, computers and the opportunity to borrow and return items every day of the week. It is requested that children in the K-2 classes have a library bag to protect books in transit. For your convenience, our uniform shop sells library bags with the school logo on them at a minimal cost.
LOST PROPERTY

All material brought to school, especially clothing, must be labelled with your child’s full name and class. A lost property room is situated in the front office. Encourage your children to be responsible for what they bring to school. The school will take no responsibility for personal items such as toys which are brought to school.

MEDICATION

Should your child need any kind of medication throughout the day, the medication should be taken to the office before school, clearly labelled with the child’s name, exact measured dosage and time that the medicine is to be administrated. Please discuss with the classroom teacher and office staff, any condition that your child may regularly suffer.

NEWSLETTER

The weekly newsletter provides essential communication during the school term and is sent home with the eldest child in the family every Wednesday. At times, special newsletters/permission notes are sent home on other days. Please ask your child regularly about receiving notes or check his/her school bag on a daily basis. The newsletter can also be accessed on the school website.

PARENT AND CITIZENS ASSOCIATION

All parents are encouraged to attend the regular monthly meeting of the P & C Association. These meetings take place in the school staff room on the second Monday of each month, commencing at 7:30pm. Three sub groups of the P&C are:

Uniform Shop:
It is an expectation that every child will attend school each day in correct school uniform. Parents are encouraged to use this facility to purchase their child’s uniform. The school uniform shop is open on Tuesdays and Thursdays from 8:30 - 8:55am and again at 2:30 - 2:55pm. If you are unable to be at school when the uniform shop is open, an order form is available from the school office. Orders should be returned to the school with the correct money in a sealed envelope marked “UNIFORM SHOP”, and should include the child’s name, class and contact phone number. Notification that your order is ready to be collected will be sent home with your child. Cheques should be made payable to ”Tuggerah Public School Uniform Shop”. For further information a copy of the uniform policy is on our website.

Fundraising Group:
This group of parents is responsible for organising fund raising in our school. All parents are encouraged to support the initiatives of this committee as funds raised benefit all the children.

Canteen:
The canteen operates every day of the week and provides low cost, nutritious lunches. Children need to place their recess and lunch orders in a clearly labelled bag before school commences. Children will need to take their lunch bags back to the canteen to receive their frozen goods ordered with lunch. Volunteers are always required to help provide a much-needed service for the children. Any parents/grandparents interested in helping out may leave their name with the canteen or school office and this information will be passed on to the Canteen Co-ordinator. A canteen menu and price list is reviewed and issued at the beginning of each term.

PARENT PARTICIPATION

Parent participation is greatly encouraged. Please take advantage of all opportunities to be involved in the program of the school or volunteer to work with one of our committees. A positive and close partnership between the school and its community enhances children’s learning.

REPORTING TO PARENTS

Student progress is reported formally to parents twice a year, although the school welcomes and seeks more regular contact when it is needed. At the end of Term 2 and Term 4, a report is sent home. Parent/teacher interviews are also held at this time. Feel free to contact the teacher at any time should there be a problem or if you have some matter you wish to discuss.

SCHOOL COUNCIL

The School Council is the formal and representative body of the school community. Representatives of parents and staff are elected every second year. This body discusses and ratifies school policy in a wide range of areas.
SCHOOL HOLIDAYS

The N.S.W Department of Education and Training operates on a four term year. Parents will be notified of vacation dates each year.

SCHOOL DEVELOPMENT DAYS

Three School Development Days are held each year. These are generally the first day back of Terms 1, 2 and 3. These are days when children do not attend school and teachers are involved in professional learning activities.

SICKNESS/ACCIDENTS AT SCHOOL

If, at any time, your child becomes sick at school or has an accident in a way that requires more than basic first aid, parents are contacted immediately. The nominated emergency contact person is phoned if parents are not available.

SPORTING HOUSES

On enrolment each child is placed in one of the following Houses:

• MAHOGANY (red)
• CEDAR (green)
• IRONBARK (yellow)
• BLUE GUM (blue)

These Houses compete at all school sporting carnivals and children can earn points for their house in the classroom.

SCHOOL PROGRAMS

Art Club

Art club is held for two terms a year at lunch breaks. Children in this group develop their visual art skills and appreciation. Artworks are displayed around the school.

Computers

Children have the opportunity to learn with computers in the classroom, library and computer lab. All classrooms are networked and connected to the Internet. All classes attend the computer lab for an hour a week. The computer lab is open for 2 lunchtimes a week.

Choir

The school has a choir which performs at district festivals and at other community functions. Children in Year 2 to 6 may become members.

Dance Group

All children attend dance lessons conducted by a dance specialist over one term. There is also a talented dance program in the school. Girls and boys are encouraged to participate in the program. Our dance groups are of a high standard and have an outstanding reputation in the school. The groups perform at a variety of functions and festivals.
Debating
Children in Years 5 and 6 have the opportunity to participate in Debating Teams. Teams participate against local schools.

English as a Second Language (ESL)
Tuggerah Public School has the services of an ESL teacher to work with new arrivals to Australia and other children whose first language is not English.

Games Room
The Games Room is open at lunchtime. It gives the students an opportunity to learn a new game or build on prior skills to complete various board games.

Language Other Than English LOTE – French
Each year, some children in the school will have the opportunity to learn French.

Learning Support Team
The school's Learning Support Team meets every week to discuss the needs of children who are experiencing difficulties at school. Cases are treated on an individual basis and strategies are put in place to assist children in order to gain maximum benefit from their time at school. If you feel that your child could benefit from the Learning Support Team’s involvement, please discuss the issue with his/her class teacher.

Peer Support
The Peer Support Program provides leadership opportunities for senior students while fostering relationships, resilience, anti-bullying and citizenship. Stage 3 students lead younger students in a series of workshop activities over a ten week period.

Positive Playground Initiatives
Children are encouraged to participate in an organised game on the oval at lunchtime with teacher supervision. Also, children have the option of borrowing selected sports equipment to play with at lunchtimes.

Reading Recovery
Reading Recovery is a program offering to help selected Year 1 students to become better readers and writers. It is an individual program where students and the Reading Recovery teacher work together for half an hour every day as an extra to the normal classroom literacy program. The program runs for 12-20 weeks for each child.

School Band
The School Band encourages children to learn a musical instrument and gain enjoyment from the experience. The school has a specialised band leader who teaches the children on a weekly basis. Children in Years 3-6 may participate in the band. There is a cost involved.

Student Council
Student Council is a leadership initiative comprising of students from Years 2-6 who are elected by their peers. Council meetings are held every week and give members the chance to discuss and suggest things to improve school life. The Student Council also organises charity fundraising within the school.
School Counsellor
The school has the services of a qualified counsellor, a registered psychologist, for 2 days per week for children experiencing some problems in learning or social adjustment. This service is available through teacher or parent referral. Permission from the parent/guardian is required prior to any action which may be followed by a parent interview to discuss the findings. Often it is necessary to refer families to specialist services.

Scripture
Religious Education is held on Tuesdays for about half an hour depending on the availability of scripture teachers. Scripture classes are formed on the basis of information supplied on the enrolment form. At this stage, Kindergarten students do not attend scripture classes.

Sport
The In School Sports Program provides opportunities for all students to discover their interests and to enhance their skills. From Year 3 onwards the program expands to include opportunities to engage in both competitive and non-competitive sports. For one term each year, the children participate in a variety of sports outside of school. The school has sporting teams in the areas of soccer, football, touch football, netball, softball, and basketball. These teams participate in the State Knockout Competitions. Children who are 8 years old or more are expected to attend the school’s swimming, cross country and athletics carnivals. K-2 children participate in weekly sport and physical education activities as well as a 10 day intensive swimming program.

Support Teacher Learning Assistance
Our Support Teacher Learning Assistance (STLA) caters for children who are identified as needing special tuition in literacy and numeracy. This help may be in the form of withdrawal groups, team teaching in the classroom or the implementation of an individual learning program.

Ukulele Band
Primary students have the opportunity to participate in the Ukulele Band which began in 2008.

UNIFORM
Our children are proud to wear the following uniform:

- **HATS**: Blue school brimmed hat or surfie hat. Children are expected to wear their school hat in order to play in the playground as part of our SUN SAFE POLICY.

- **GIRLS**
  - Summer: Check dress, white ankle socks, black shoes, scrunchie/ribbons (optional).
  - Winter: Pinafore or navy trousers, pale blue blouse, white socks or navy stockings, black shoes, royal blue school sloppy joe or jacket.

- **BOYS**
  - Summer: Grey shorts, blue polo shirt, grey socks, black shoes.
  - Winter: School tracksuit, blue polo shirt, grey socks, black shoes, royal blue school sloppy joe or jacket.

- **SPORTS UNIFORM**
  - Girls: House T-shirt, royal blue pleated skirt or shorts, white socks, joggers.
  - Boys: House T-shirt, royal blue shorts, white socks, joggers.